

Reimbursement Claim How To:

STEP 1:


Click on Reimbursements under LEA Links on the left hand side of the eGrant homepage.

The screenshot shows the eGrant homepage for the South Dakota Department of Education. The header includes the department's logo and name, and the eGrant logo. A navigation bar contains links: eGrant Home, Library, Correspondence, LogOut, and DOE Home. On the left, a sidebar titled 'How To' contains links for viewing and editing grant sections, and a 'LEA Links' section with links for Add/View Grant, Contacts, Assign Grant, Permissions / Authorizations, Goals and Objectives, and Reimbursements. A red arrow points from the 'Reimbursements' link to the '2006 - 2007 Consolidated Application' grant in the main content area. The main content area displays the '2006 - 2007 Consolidated Application' for 'Epslyn School District 18-2'. It includes a 'Select Grant' dropdown menu set to '2006 - 2007 Consolidated Application'. Below this, there are two lines of text: 'Application was submitted and assurances agreed to on '6/5/2006 6:48:06 PM' by Marc Frankenstein' and 'Application was approved on '9/20/2006 9:54:22 AM' by Rob Huffman, South Dakota Department of Education'. A table lists the grant details:


Grant	Status	Due Date	Submit
2006 - 2007 Consolidated Application	Approved	07/01/2006	Print
General			
General Narratives	Approved		Print
Needs Assessment	Approved		Print
REAP			
Rural Education Achievement Program (REAP)	Approved		Print
Title I - Part A			
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Approved		Print
Title I, Part A (School Selection)	Approved		Print

STEP 2: Select Grant

Select the grant application from the drop down arrow. Click 'GO'.



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eGrant Home	Library	Correspondence	LogOut	DOE Home
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LEA Links

- Add/View Grant
- Contacts
- Assign Grant
- Permissions /
- Authorizations
- Goals and Objectives
- Reimbursements

Roslyn School District 18-2

Select Grant:

2006 - 2007 Consolidated Applicatio

 [Click here for support request form](#)

Last Login: 1/19/2007 2:11:16 PM
 1 Current Users

Marc Frankenstein : Roslyn School District 18-

STEP 3: Select Section

Select a title program from the drop down arrow. Click 'GO'.



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eGrant Home	Library	Correspondence	LogOut	DOE Home
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LEA Links

- Add/View Grant
- Contacts
- Assign Grant
- Permissions /
- Authorizations
- Goals and Objectives
- Reimbursements

2006 - 2007 Consolidated Application

Roslyn School District 18-2

Select Grant:

2006 - 2007 Consolidated Applicatio

Program:

Title I, Part A (Improving The Academ

 [Click here for support request form](#)

Last Login: 1/19/2007 2:11:16 PM
 1 Current Users

Marc Frankenstein : Roslyn School District 18-2

Overview of the Reimbursement Claim Page:

First date to obligate funds-Date application submitted in a substantially approvable form.

View Budget Summary-Link takes to the Budget Summary page.

Click Here to Request a Budget Amendment-Link takes to the Budget Amendment page.

Print-Link allows to print the reimbursement claim page.

Note: (Instructions for completion of the reimbursement claim page are indicated in blue.)

STEP 4: New Reimbursement

Note: (Enter whole numbers only. Do not enter cents.)

Click 'NEW REIMBURSEMENT'. A new reimbursement can be created every month once the grant application has been approved.

The screenshot shows the eGrant system interface for the 2006-2007 Consolidated Application. The header includes the South Dakota Department of Education logo and the eGrant logo. The navigation bar contains links: eGrant Home, Library, Correspondence, Log Out, DOE Home, and Tech. Assistance. The left sidebar lists LEA Links: Add/View Grant, Contacts, Assign Grant, Permissions / Authorizations, Goals and Objectives, and Reimbursements. The main content area displays the application details for Roslyn School District 18-2. It includes a 'Select Grant' dropdown menu set to '2006 - 2007 Consolidated Application', a 'Program' dropdown menu set to 'Title I, Part A (Improving The Academic Achievement of All Children)', and a 'Select Previous Reimbursement' dropdown menu set to 'No Previous Reimbursement'. A red circle highlights the 'New Reimbursement' button. To the right, there is a 'First Date to Obligate Funds' field set to 9/20/2006, a 'Click here for support request form' link, and links for 'View Budget Summary' and 'Click here to request a Budget Amendment'. The footer shows the last login time (10/4/2006 1:27:22 PM) and the current user (Marc Frankenstein : Roslyn School District 18-2).

STEP 5: Completion of Reimbursement Claim Form

1. The budget objects are indicated along the top of the page and the activity codes are indicated along the left side.

- The budgeted amounts are indicated in gray.
 - The prior reimbursement requests are indicated in gold.
 - The current requests are indicated in white.
2. Type whole dollar amount in the white rows.
 3. Scroll down & click 'SAVE & CALCULATE TOTALS'.

Select Previous Reimbursement: New Reimbursement

Current status is: Draft

Function		100 Salaries	200 Employee Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Acquisition	TOTALS	BALANCE
Programs for Eligible Children (Title I)	Bud	\$ 40,000	\$ 11,775				\$ 51,775	
	Prior						\$ 0	
	Cur						\$ 0	\$ 51,775
Attendance and Social Work	Bud			\$ 0			\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Professional Development	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Operations & Maintenance of Plant	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Building Rental	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Pupil Transportation	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Program Administration	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
	Bud						\$ 0	

Evaluation	Bud					\$ 0	
	Prior					\$ 0	
	Cur					\$ 0	\$ 0
Parent Activities	Bud					\$ 0	
	Prior					\$ 0	
	Cur					\$ 0	\$ 0
Non-Public School Services	Bud					\$ 0	
	Prior					\$ 0	
	Cur					\$ 0	\$ 0

Indirect Cost Rate:	Budget	Amount	Balance
4.43%	Prior	\$ 0	\$ 0
	Current	\$ 0	\$ 0
GRAND TOTAL	Budget	\$ 51,775	
	Prior	\$ 0	\$ 51,775
	Current	\$ 0	\$ 51,775

Save and Calculate Totals
Submit

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	\$ 52,640	\$ 0		\$ 52,640
Totals	\$ 52,640	\$ 0	\$ 0	\$ 52,640

Source of Funds Table

Transferability Option

Note: (If using the Transferability Option, the Transferred In funds will be drawn down first by default.)

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	\$ 52,640	\$ 0		\$ 52,640
Totals	\$ 52,640	\$ 0	\$ 0	\$ 52,640

REAP Reimbursement Form

Note: (REAP Flex funds will be drawn down by default in the following order until each fund is exhausted – 1) Title V Part A; 2) Title IV Part A; 3) Title II Part D; and 4) Title II Part A.)

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title II, Part A (Improving Teacher Quality)	\$ 23,767	\$ 0		
Title II, Part D (Enhancing Education Through Technology)	\$ 1,072	\$ 0		
Title IV, Part A (Safe and Drug Free)	\$ 2,783	\$ 0		
Title V, Part A (Innovative Programs)	\$ 615	\$ 0		
Totals	\$ 28,237	\$ 0	\$ 0	\$ 0

STEP 6: Submitting the Reimbursement Claim

Click the 'SUBMIT' button.
A pop-up will appear. Click 'OK'.

The screenshot shows a web-based form for submitting a reimbursement claim. The form is divided into sections for different fund categories: Evaluation, Parent Activities, and Non-Public School Services. Each section has a table with columns for Budget, Prior, Current, and Amount. A pop-up window from Microsoft Internet Explorer is displayed in the center, asking 'Are you sure you want to submit this Reimbursement?' with 'OK' and 'Cancel' buttons. Below the pop-up, there is a summary table showing the available funds and current requests for Title I, Part A. The 'Submit' button is visible at the bottom right of the form.

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	\$ 52,640	\$ 0		\$ 52,640
Totals	\$ 52,640	\$ 0	\$ 0	\$ 52,640

STEP 7: Select Previous Reimbursement

Select a previous reimbursement from the drop down arrow.

(Select the date & amount by highlighting)

Click 'GO'.

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LEA Links
Add/View Grant
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Authorizations
Goals and Objectives
Reimbursements

2006 - 2007 Consolidated Application

Reslyn School District 18-2

Select Grant:
2006 - 2007 Consolidated Applicatio

First Date to Obligate Funds: 02/02/2006 (Date Application Submitted is "Substantially Approvable Form")

Click here for support request form

[View Budget Summary](#)
[Click here to request a Budget Amendment](#)

Program:
Title I, Part A (Improving The Academic Achievement of the Least

Select Previous Reimbursement:

Date	Amount
10/05/2006	\$ 25,000

GO

	benefits	300 Purchased Services	400 Supplies Materials	500 Capital Acquisition	TOTALS	BALANCE
Programs for English Children (Title I)	11,775				\$ 51,775	
Prior					\$ 0	
Cur	15000	10000			\$ 25,000	\$ 26,775
Bud		\$ 0			\$ 0	
Attendance and Social Work					\$ 0	
Prior					\$ 0	
Cur					\$ 0	\$ 0

Done

Trusted sites